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Responsibilities of the Budget Officer
and the Budget Staff

- A. The mission of the Budget Staff is to develop and justify to the Bureau of the Budget and the Congress adequate and accurate annual budget estimates; formulate and administer a program of budgetary execution to assure the prevalence of a balanced relationship between funds and activity requirements and accomplish an orderly and effective program of expenditure; procure through covert and semi-covert channels and procedures the annual appropriations made on behalf of CIA; establish fiscal policies and procedures and otherwise provide staff advice to the Agency on all related matters to insure the establishment and maintenance of appropriate controls and regulations with respect to accounting and audit matters; and coordinate the use of types of funds as well as other financial matters, Agency policy and procedure with other appropriate officials concerned with internal management problems.
- B. The functions of the Budget Staff which are performed under only very general administrative direction may be briefly recapitulated as follows:
1. Provides the mechanics and procedures for the formulation, preparation and execution of the Agency's annual budget.
 2. Plans and establishes in coordination with other officials financial and budget policy.
 3. Effects control of Agency funds under applicable budgetary provisions and the requirements of approved activities by the formulation and administration of a system of allotment accounts. In this connection is responsible for issuing advices of allotment authorization and complement notices to operating officials.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

- 2 -

4. Provides unusual and unprecedented procedures and liaison for the secure expenditure and accounting of funds including those which are not accountable to the General Accounting Office.

5. Determines and assists in the administration of the application and coordination of rules, regulations and Agency policies and procedures applicable to both vouchered and unvouchered foreign financial operations and transactions.

6. Establishes, coordinates and controls all liaison with other Government agencies concerning budget and fiscal matters of all types and conducts all liaison with the Bureau of the Budget.

7. Responsible for compilation and submission of designated and as required reports to the Bureau of the Budget, the Postmaster General and the Congress of the United States.

8. Compiles and presents informative and analytical statements, reports, graphs, charts, etc. to reflect the progress of budgetary execution and as required for Agency administrative requirements.

9. Develops standards to control the budgetary and financial systems of the Agency.

10. Plans, develops and effectuates unique procedures governing the disbursement, control and accounting for G/F funds with the Bureau of the Budget, Treasury Department and the Office of the Comptroller General of the United States in order to establish and maintain policies and procedures within the Agency with respect to the utilization of funds in accordance with Government laws, regulations and general policies to the extent permitted in supporting

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- 3 -

the mission of the Agency and the concept of the use of appropriated funds under the wide latitude provided in Agency legislation.

11. Directs the development of technical budgetary and accounting procedures governing both domestic and foreign financial activities and transactions for both vouchered and confidential funds and in connection therewith approves and insures the coordination of adequate instructions to Finance Officers, Certifying Officers and Agent Cashiers located both within and without the United States.

12. Continually reviews and analyzes budgetary and financial statements and effects or recommends appropriate action as required.

13. Reviews and recommends to the Director, CIA, special instructions and the establishment of policies concerning the accounting of special funds and coordinates in arriving at determinations as to action to be taken resulting from inspections and audits covering foreign financial transactions to insure compliance with agency policies, regulations and procedures.

14. Reviews and makes determinations with respect to plans and procedures relating to foreign currency exchange and disbursement of foreign currency and the control of gains and losses incurred on monetary exchanges, devaluations, etc.

15. Initiates, directs and controls liaison concerning all financial policy and related procedural matters with operating officials for the purpose of establishing and maintaining uniform

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CONFIDENTIAL

Approved For Release 1999/09/01 : CIA-RDP78-05551A000200060009-0

- 4 -

fiscal and budgetary policies and procedures in cooperation with the Coordination, Operations and Policy Staff and the Management Staff.

16. Assists the Coordination, Operations and Policy Staff and the Management Staff in liaison with appropriate Agency officials in the development and implementation of improved financial programs and activities for the efficient and economical administration of the Agency's mission on a world wide basis.

17. Otherwise plans and directs or executes fiscal or other related specialized programs of national and international significance requiring an exceptionally high degree of technical administrative and fiscal research and development.

18. Acts in a professional and consulting capacity in advising the Director and other Agency officials relative to budget and fiscal specialized work which has no precedent outside the Agency.

19. Conducts an analyst program throughout the Agency to continually provide assistance in the development of budget requirements and programs and to maintain appropriate financial control over operating activities.

20. Develops and coordinates budgetary and fiscal activities necessary in the conduct of NSC operations.

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